

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Human Resources	(2) MEETING DATE 3/5/2013	(3) CONTACT/PHONE Ken Tasseff X5974	
(4) SUBJECT Submittal of a resolution amending the Fund Center 160- Public Health Department's Position Allocation List (PAL) by deleting a Health Education Specialist and adding a Lead Health Education Specialist and setting the salary range for the new classification.			
(5) RECOMMENDED ACTION It is recommended that the Board approve a resolution amending the Fund Center 160- Public Health Department's Position Allocation List (PAL) by deleting a Health Education Specialist and adding a Lead Health Education Specialist and setting salary for the new classification.			
(6) FUNDING SOURCE(S) FC 160 Public Health FY 12-13 Adopted Budget	(7) CURRENT YEAR FINANCIAL IMPACT \$710.00	(8) ANNUAL FINANCIAL IMPACT \$11,737.00	(9) BUDGETED? No
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business (Time Est. _____)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date _____	
(17) ADMINISTRATIVE OFFICE REVIEW Emily Jackson			
(18) SUPERVISOR DISTRICT(S) All Districts -			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Human Resources / Tami Douglas-Schatz X5959

DATE: 3/5/2013

SUBJECT: Submittal of a resolution amending the Fund Center 160- Public Health Department's Position Allocation List (PAL) by deleting a Health Education Specialist and adding a Lead Health Education Specialist and setting the salary range for the new classification.

RECOMMENDATION

It is recommended that the Board approve a resolution amending the Fund Center 160- Public Health Department's Position Allocation List (PAL) by deleting a Health Education Specialist and adding a Lead Health Education Specialist and setting salary for the new classification.

DISCUSSION

The County Health Agency administers a number of programs for the purpose of promoting, preserving and protecting the health of all San Luis Obispo County residents. In July 2009, the Health Agency completed a reorganization of the Public Health Department by adding a Health Promotion Division. The Health Promotion Division is headed by a Division Manager who oversees several health related programs including the Tobacco Control Program, Nutritional Services Program, Women-Infant-Children Program, Oral Health Care Program, and the HIV/AIDS Prevention Program. With the exception of the Tobacco Control Program, Program Managers oversee the individual programs and report to the Division Manager. Currently, two Health Education Specialists and one Administrative Assistant are assigned to the Tobacco Control Program and report directly to the Division Manager.

A recent analysis by the Health Agency and County Administrative Office determined that program efficiencies and outcomes would be improved if day-to-day work direction within the Tobacco Control Program were provided by an employee specializing in tobacco cessation and prevention. Human Resources staff analyzed the duties proposed for such oversight /work direction, and determined that a leadworker level position would be the most appropriate way to meet the department's organizational objectives. County Human Resources recommends that a new classification be adopted: Lead Health Education Specialist. Use of a Lead Health Education Specialist to oversee the day-to-day work direction is consistent with the organizational structure used in health education programs in other counties. On November 28, 2012, the San Luis Obispo County Civil Service Commission approved the new classification titled Lead Health Education Specialist.

County Human Resources conducted a compensation study of similar classifications consistent with the county's compensation plan. The study determined that compensation levels for a Lead Health Education Specialist are approximately 15% higher on average than compensation for a Health Education Specialist in a public health or medical setting. The Human Resources Department recommends that compensation at step 1 of the salary range be set at \$21.87/hr.

In addition to establishing the new classification and setting the salary range, the resolution reclassifies one Health Education Specialist position currently allocated in Fund Center 160 (Public Health) to the new classification of Lead Health Education Specialist.

OTHER AGENCY INVOLVEMENT/IMPACT

The Health Agency has been involved in the development of these specifications and concurs with the Human Resources Department recommendation. The County Administrative Office has reviewed and commented on the proposed specifications. The San Luis Obispo County Employee's Association has reviewed and commented on the proposed specifications. The new classification was reviewed and approved by the Civil Service Commission on November 28, 2012.

FINANCIAL CONSIDERATIONS

The recommended compensation for this new position is \$21.87/hr at step one of the salary range, for a total annualized salary and benefit cost of \$73,665. Because the newly created position will replace an existing Health Education Specialist position, approval of this item will result in a maximum additional salary and benefit cost of \$710 in Fiscal Year 12/13. The Health Agency will absorb the additional cost of this position in Fiscal Year 12/13 and no budget adjustment is requested as a result of this resolution.

The maximum incremental cost of this position on an annual basis will be \$11,737 in future years as the incumbent progresses to the top step of the Lead Health Education Specialist salary range.

RESULTS

Approval of this new classification and the associated change to the Public Health Department's PAL will contribute to a well governed community by improving service delivery of health education programs as well as overall organizational effectiveness within the Public Health Department.

ATTACHMENTS

1. Position Allocation List Resolution- Lead Health Education Specialist
2. Health Education Specialist- Lead Health Education Specialist Class Specification